DIALOGYCA BDDH
BIBLIOTECA DIGITAL DE DIÁLOGO HISPÁNICO

CONSULTATION HELP

The first screen of the *DialogycaBDDH* opens in a search box designed to facilitate access to the information included in the data sheets, since searches can be done by full text. This means that once specific terms have been entered, the database will locate the same terms wherever they appear in the data sheets, including attachments, with the exception of reproductions of original texts (of the time period).

Several boxes are displayed on the search screen that allow more precise consultations by selecting the field that should contain the term (or terms) entered. The terms can be combined using Boolean operators that can be entered by clicking on the help buttons .Y. .O. No. .C. . There is also more specific help with examples of how it can be used; this can be accessed by clicking on the icon .
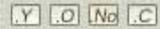
The grey "Subject" and "Century" buttons allow access to closed lists of terms that are allowed and controlled for these two fields; these have been created to ensure uniformity among the data sheets and rigour in the results of the search carried out. There are other listings of internal work that can be found in the appendix to our PTN (*Plan de Trabajo Normalizado*/Standard Work Plan) at http://eprints.ucm.es/8638/) for those needing to find something with greater detail. The "Century" field allows users to search through a longer period of time and is not limited to the list of terms allowed. The only precaution that must be taken is that the years must be written out in full using four digits.

Once the search is begun, the list of data sheets with results – i.e. the data sheets containing the search terms – is displayed. Once the data sheet is opened, these terms will appear highlighted in yellow. The list of results includes a summary of the data from the "BDDH identification code", "Author", "Title", "Subject" and "Century" fields and can be arranged in order by each of these criteria by simply clicking on the title of each column. Users can also customise this screen and choose the fields they prefer to appear by selecting the button . It is also possible to save or print this page or any of the data sheets.

Attention should be paid to the number of results as they may be listed on several pages that can be accessed by entering the desired page and clicking on the arrow next to it Resultados mostrados: 1 a 20 de 183 - Página 1 de 10 ▶ .
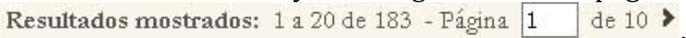
Another option for someone who would like to locate a particular data sheet is to enter the BDDH identification number in the "Go to BDDH" box Ir a BDDH ▶ . and click on the arrow next to it. Once the user has entered a particular data sheet, he or she can find links

to others related to it (especially if they are data sheets belonging to an assorted collection or a topic-based collection). The same data sheets and attached data files with the digitised testimony, the description of the handwriting or edition and the secondary bibliography may also be downloaded and printed ( )if the researcher has access to this option (see access page).

Lastly, users can view all of the data sheets contained in *Dialogyca BDDH* by clicking on or by limiting their search to only those data sheets with attached documents by selecting Ejemplares digitalizados .

In any event, should a user need to carry out a highly specialised consultation, he or she may contact the Office of *Dialogyca BDDH* for assistance.